



Name of CTC Partner
Federal Emergency Management Agency
Cooperating Technical Community
Mapping Activity Statement

Agreement agreement #- Digital Base Map Inventory

In accordance with the Cooperating Technical Community (CTC) Memorandum of Agreement dated insert date between the name of CTC partner and the Federal Emergency Management Agency, Agreement agreement # is as follows:

- 1. Objective and Scope:** The objective of this Mapping Activity is the investigation and inventory of available digital base maps for specify communities or attach list. The scope consists of:
 - Investigation of the availability of digital base map data in raster or vector format. At a minimum, the community floodplain manager and GIS manager shall be contacted.
 - Determine if the community will allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
 - Assess the digital data to determine if it meets the minimum standards and specifications that FEMA requires for DFIRM production, which are summarized in the Checklist Template provided by FEMA (to be developed).
 - Certify that the digital data meet the minimum standards and specifications.
 - Populate a database with the information required by FEMA.
- 2. Period of Performance:**
{For Partner Funded Agreements} This Mapping Activity will begin on Insert Start Date and end no later than Insert End Date. This Mapping Activity may be terminated at the option of FEMA or Insert CTC Partner Name in accordance with the provisions of the Insert MOA Date CTC Memorandum of Agreement.
- 3. Funding/Cost-Sharing:** This activity will be funded by Insert CTC partner name.; FEMA funding will not be provided for this activity.
- 4. Standards:** The following standards and resource documents are relevant to the evaluation of digital base map data and this Mapping Activity:
 - *Guidelines and Specifications for Study Contractors* (FEMA 37, January 1995).
 - *Guidelines and Specifications for Flood Map Production Coordination Contractors* (Draft, February 17, 1999).
 - *Base Map Standards for New Digital Flood Insurance Rate Map Product* (Draft, February 19, 1999). This document provides minimum base map standards for DFIRMs, and includes the following requirements for base map data:
 - cover the community(s) or county(s) completely;
 - be distributable by FEMA to the public;
 - meet the minimum accuracy requirements outlined in the document; and
 - include all required features.

- *Standards for Digital Orthophotos* (U.S. Geological Survey, National Mapping Program, December 1996).
 - *Content Standards for Digital Geospatial Metadata* (Federal Geographic Data Committee, 1998).
- 5. Products:** Upon completion, the CTC partner shall make the following products available:
- The Checklist Template and certification that the digital data meet the minimum standards and specifications.
 - Electronic files containing digital base map inventory, using the database template provided by FEMA.
 - Documentation that the digital base map can be used by FEMA.
 - A plan that may be the basis for an ongoing Mapping Activity between the CTC partner and FEMA to review, update, and maintain the database at specified time intervals.
- 6. Schedule and Milestones:** Upon completion, final products will be provided to the FEMA Project Officer in accordance with the period of performance defined in Section 2 of this Mapping Activity Statement.
- 7. Certification:** The following certifications apply to this Mapping Activity (as appropriate): applicable:
- Certification that the digital data meet the minimum standards and specifications.
- 8. Technical Assistance and Resources:**
- General technical and programmatic information can be downloaded from FEMA's Flood Hazard Mapping web site (www.fema.gov/mit/tsd).
 - Specific technical and programmatic support may be requested through the FEMA Project Officer.
- 9. Subcontractors:** Specify any contractors to be utilized by the CTC partner to complete the activity. Mark "not applicable" if none.
- 10. Quality Assurance/Quality Control (QA/QC) Procedures:**
- CTC partner shall establish procedures for quality control.
 - The electronic files/databases shall be checked against the source data to verify accuracy of data entry prior to submission to FEMA.
- 11. Reporting:**
{For Locally Funded Agreements} Specify reporting requirements, if any.
- 12. Points of Contact:** The FEMA Project Officer is name of FEMA PO and the CTC's Project Manager is name of CTC PM, or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities.

Each party has caused this Mapping Activity Statement to be executed by its duly authorized representatives.

CTC Partner's authorized representative

date

FEMA authorized representative

date

State representative^{*}

date

^{*} In States where statutory and/or regulatory requirements require the State's review and/or approval of new flood hazard data, the State will be a signatory to a community's Mapping Activity Statement.